

NEVADA COUNTY TRANSPORTATION COMMISSION

Minutes of Meeting

October 20, 2004

A meeting of the Nevada County Transportation Commission (NCTC) was held on Wednesday, October 20, 2004, in the Nevada County Board of Supervisors Chambers, First Floor, Eric Rood Administrative Center, 950 Maidu Avenue, Nevada City, California. The meeting was scheduled for 8:30 a.m.

Members Present: Tim Brady, DeVere Mautino, Russ Steele, Conley Weaver

Members Absent: Josh Susman, Robin Sutherland, Peter Van Zant

Staff Present: Dan Landon, Executive Director; Nancy Holman, Administrative Services Officer; Mike Woodman, Transportation Planner

Standing Orders: Chairman Mautino convened the Nevada County Transportation Commission meeting at 8:35 a.m.

Pledge of Allegiance:

INFORMATIONAL ITEMS:

1. Financial Reports: September 2004

No discussion.

2. Correspondence:

A. Caltrans District 3 - Caltrans quarterly progress report on completing projects in Nevada County that are funded through NCTC's Regional Improvement Program (RIP).

Executive Director Landon noted that although this was to be the last report from Caltrans on the SR 49 widening project from the Bear River Bridge to Wolf/Combie Road, he would receive one more report that will show the total costs for the project.

Commissioner Brady asked Mr. Landon to keep the Commission updated on his efforts to monitor the need to increase the STIP funding for the Dorsey Drive Interchange project. This would provide the Commission a level of confidence that this project was moving forward with the correct amount of funds. Mr. Landon responded that he would do this.

B. Placer County Transportation Planning Agency - Submittal of Resolution 04-8 of the Capitol Corridor Joint Powers Authority authorizing the additional funds needed to complete the *Capitol Corridor Extension to Reno Feasibility Study*"; and

G. PCTPA Memorandum - "Update on Status of Capacity Modeling for *Capitol Corridor Extension to Reno Feasibility Study*."

Referring to correspondence items B and G, Executive Director Landon stated that the Corridor Joint Powers Authority did adopt a resolution increasing the budget to complete the *Capitol Corridor Extension to Reno Feasibility Study*. However, due to Union Pacific experiencing increases in freight traffic, the traffic modeling efforts for the study have been delayed until Union Pacific does its own in-house study on the long-term needs of the freight rail system.

3. Executive Director's Report

3.1 Work Project 2.2.1: Idaho-Maryland Road/East Main Street-Colfax Avenue/South Auburn Street Frontage Road Project Development

Executive Director Landon stated that this project is now being referred to as the Grass Valley Corridor Improvement Project (GVCIP). NCTC staff and Grass Valley staff have been working together on a financing strategy for this project. If the City of Grass Valley could identify a revenue source sufficient to secure a bond of approximately \$3.5 million dollars, this project could be financed through a bond measure. The city's gas tax receipts are annually in the \$250,000-260,000 dollar range and could serve as collateral for a bond. With an increase in the Regional Transportation Mitigation Fee (RTMF) program, there may be sufficient revenues to make the bond payments and cover the costs of the other projects in the RTMF Capital Improvement Program (CIP). The existing regional mitigation fee in Zone 8, which is the Grass Valley/Nevada City area, is \$630 dollars per trip. If the GVCIP were added into the RTMF program, which would increase it by \$3.5 million dollars, the new fee would be in the range of \$940-950 dollars per trip. This financing plan will be presented to the Grass Valley City Council on October 26, 2004.

3.2. Transit/Paratransit Governance Study

Executive Director Landon reported that Nelson\Nygaard Consulting Associates was the firm selected to do a governance study. They will evaluate options for the administration and operations of transit and paratransit services in western Nevada County. The stakeholders committee includes members from the public, which will provide broad representation and consensus on the final product. Meetings have been scheduled for November 16th and 22nd, and on December 13th, contract options, a transition plan, and a draft report will be discussed.

3.3 Air Quality Conformity Update

Executive Director Landon stated staff is continuing to work with Northern Sierra Air Quality Management District (NSAQMD) staff on air quality issues. Mike Woodman, NCTC's Transportation Planner, has developed a draft Memorandum of Understanding, which identifies the interagency consultation partners, and outlines the consultation process and responsibilities. On November 16th a meeting is set to discuss the interagency consultation process that will lead to making a conformity determination, which is to be done by June 2005 in order for Nevada County to stay within federal requirements. Currently the draft MOA is being circulated among the stakeholders.

3.4. Joint Unmet Transit Needs Workshop

Executive Director Landon reported that staff from NCTC, Placer County Transportation Planning Agency, and the Tahoe Regional Planning Agency hosted a joint unmet transit needs workshop in Kings Beach on October 7th. Although the workshop was lightly attended, some transit needs, common to Truckee and North Lake Tahoe, were expressed.

3.5 Overall Work Program Amendment I

Executive Director Landon stated he delayed doing an OWP amendment until after the November 2nd elections. He did this because the California Transportation Commission (CTC) may provide further information regarding allocations of State Transportation Improvement Program (STIP) planning funds during fiscal year 2004/05, which could affect NCTC's 2004/05 budget.

3.6 Regional Transportation Mitigation Fee Update

Executive Director Landon stated that the RTMF update is being delayed to allow for the Grass Valley Corridor Improvement Project (GVCIP) to be incorporated into the RTMF program.

4. Caltrans District 3 - Project Status Report: Tom Brannon, Caltrans Project Manager for Nevada County.

Executive Director Landon stated that although Mr. Brannon was unable to attend this meeting, he had provided a written report on the status of transportation projects in Nevada County. He noted there were no major changes in any of the projects, and that Ann Marie Robinson had hosted a community meeting at the Forest Springs Mobile Home Park in late September. The meeting was well attended and the audience appeared very interested.

CONSENT ITEMS:

5. NCTC Minutes: September 15, 2004. *Approved.*
6. Master Fund Transfer Agreement with Caltrans: *Approved Resolution 04-31.*

Commissioner Weaver made a motion to approve the consent items. Commissioner Steele seconded the motion. The motion passed unanimously.

ACTION ITEMS:

7. Social Services Transportation Advisory Council (SSTAC):

Executive Director Landon stated there were four members of the SSTAC who have requested reappointment: Susan Healy-Harmon, Don Martin, Frank Durham, and Harriet McKay. Lynn Jefferson has requested appointment as a new member to the SSTAC. The SSTAC serves as an advisory group to the NCTC with regard to the coordination of transit and paratransit services, and reviews and advises on the unmet transit needs annually. Members are appointed for three-year terms.

Commissioner Steele made a motion to approve the appointments. Commissioner Brady seconded the motion. The motion passed unanimously.

8. Allocation Request from Nevada County for STA Funds:

Executive Director Landon stated this was a claim from Nevada County for State Transit Assistance funds in the amount of \$123,000 dollars for the operations of transit and paratransit services during FY 2004/05. The claim is in order and in accordance with the amount of funding that is available.

Commissioner Weaver made a motion to approve Resolution 04-32. Commissioner Brady seconded the motion. The motion passed unanimously.

9. Commissioner Russ Steele: Board Meeting Efficiency Measures:

Executive Director Landon stated that Commissioner Steele had sent a letter with five suggestions on how to increase staff and Board efficiency. They were: 1) that the Commission meet every other month; 2) that staff make more effective use of electronic communications, specifically posting materials to the NCTC web page in a password protected area for the Commissioners; 3) that staff

make more effective use of email with regard to keeping the Commission informed of important issues; 4) post the NCTC newsletter to the NCTC website in PDF format and send an email to recipients that the newsletter has been posted; 5) look at the possibility of a web-based list server to manage mailing lists.

Based on Commissioner Steele's comments and legal counsel's comments, Mr. Landon recommended that the Commission schedule their meeting date for every other month. This would allow additional time for staff to work on specific projects between agenda packets. He stated that staff did utilize NCTC's website and email to provide distribution of the newsletter and other materials based on the reception capability of the individuals on the mailing list. Mr. Landon also recommended that the newsletter be produced on a quarterly basis to provide more time for staff to work on planning projects. In concert with comments from NCTC's legal counsel regarding the Brown Act requirements, Mr. Landon recommended against establishing a password protected website for Commission-only access. He stated that any updates of current issues that occurred between meetings would be provided to the Commissioners by email, and to other recipients by email or mailing depending on their reception capabilities.

The following is a synopsis of the Commission's discussion:

- Commissioner Steele stated he would like to see staff spend more time on moving projects forward and staying on top of them rather than processing agendas in order to keep the Commission happy.
- Chairman Mautino stated that staff did have a lot of paperwork to process.
- Commissioner Weaver agreed and expressed his desire that the agenda packets be distributed at least ten days before the scheduled meeting.
- Commissioner Brady stated there were many projects happening and he would like to provide staff the time necessary to work on those projects. He would like to continue receiving Caltrans progress reports on a monthly basis and to have some sort of feedback process on it. He stated he would like to continue this discussion to the next meeting in order to get the absentee Commissioners thoughts or opinions on this matter.
- Chairman Mautino stated that she agreed that every other month would probably be better since everyone had a lot of other meetings to attend.
- Commissioner Steele stated he saw no reason not to make a decision on the recommendations presented by Mr. Landon since the other Commissioners had an opportunity to review the agenda packet.
- Commissioner Weaver responded there was no guarantee that all members would be at the next meeting. Agenda items are subject to the quorum on-hand when there is a meeting.

Executive Director Landon stated he would like the Commission to take action on the recommendations, noting that changing the meeting schedule was a policy decision. If the other Commissioners were persuasive in saying they wanted to meet every month, the policy could be changed again.

Commissioner Brady questioned Mr. Landon how the Commissioners would get the Caltrans Project Report Update every month, and how he would improve communication to the Commissioners during the months they did not meet.

Mr. Landon responded that staff would meet and discuss the activities for the next agenda, and schedule production so that by December 5th an agenda packet would be completed for the December 15th meeting. He stated that in November he would email or mail an update as to staff's progress on key projects and any other newsworthy items. Mr. Landon cautioned, that information would be provided, but a dialog could not begin with various members, in order to avoid conducting a serial meeting. The information provided to the Commissioners would also be provided to all of the members on the agenda packet mailing list so that they would be aware that the Commissioners have seen the information and that it might be discussed at the next meeting.

Chairman Mautino remarked that if something did occur that required immediate action, a special meeting could be held and the public notified. Mr. Landon responded that if something particularly noteworthy occurred after the delivery of the agenda packets, an addendum could be issued to provide the information.

Commissioner Brady asked that the Commissioners be notified whenever Mr. Landon was asked to make a presentation that he thought would be of interest to them.

Chairman Mautino questioned how having the meetings every other month would affect the Transit Services Commission (TSC). Mr. Landon responded that the TSC was a separate entity and could set up their own meeting schedule.

Mr. Bill Derrick, Manager of the Transit Services Division (TSD), remarked that this matter would need to be put on the TSC agenda in order for the members to vote on it. The TSC was not obligated to hold a meeting every other month. The TSC and NCTC were separate entities and if the TSC desired to meet every month it would not make a difference with the NCTC. Mr. Derrick saw the possibility of scheduling action items so as to alleviate the need to hold meetings every month.

Susan Healey-Harmon, Executive Director from Gold Country Telecare, stated she would encourage the TSC to continue to meet every month since there were significant issues that would be taking place concerning Gold Country Telecare. Chairman Mautino responded that this matter would have to be discussed at the TSC meeting.

Commissioner Steele made a motion that the Commission adopt the following recommendations as presented by staff and the Commissioners: 1) the Commission will meet every other month; 2) the newsletter will be produced every quarter; 3) agendas will be distributed a minimum of ten days prior to the meeting date; and 4) the Caltrans Project Report Update will be distributed every month. Commissioner Weaver seconded the motion. The motion passed unanimously.

Commissioner Weaver recommended that a meeting not be held in December in the new year. Commissioners Brady and Steele concurred.

PUBLIC COMMENT:

No comments were made.

COMMISSION ANNOUNCEMENTS:

Chairman Mautino announced this would be her last NCTC meeting since she would be out of office on December 14th. She suggested that an appointment of a new Chairman be agendaized for the next meeting. Mr. Landon responded that the Vice-Chairman could chair the December meeting and the selection of a new Chairman could be made in the new year. He stated that Grass Valley's alternate, Patty Ingram, could attend the December 15th meeting.

Commissioner Steele announced he has started a web log (blog) on transportation called, nctransportation.blogspot.com, as a rapid way for him to individually dispense information.

SCHEDULE FOR NEXT MEETING:

The next Commission meeting is scheduled for Wednesday, December 15, 2004 at 8:30 a.m., at the Nevada City Council Chambers.

ADJOURNMENT OF MEETING

Chairman Mautino adjourned the meeting at 9:14 a.m.

Respectfully submitted: _____
Nancy D. Holman, Administrative Services Officer

Approved on: _____

By: _____
Russell W. Steele, Vice-Chairman
Nevada County Transportation Commission